



# BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805  
(732) 356-0833 • Fax: (732) 356-8990  
[www.boundbrook-nj.org](http://www.boundbrook-nj.org)

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## BOUND BROOK RECREATION COMMISSION

### **Job Title: Site Supervisor**

### **Reports To: Recreation Director / Assistant Recreation Director**

### **Job Overview:**

The Site Supervisor is responsible for overseeing the use of the designated recreation facility, ensuring a safe and welcoming environment for all visitors. This position requires strong leadership, attention to detail, and the ability to handle various administrative and maintenance tasks.

### **Key Responsibilities:**

#### **Facility Management & Security**

- Responsible for obtaining keys and ensuring the timely opening and closing of the facility.
- Monitor and enforce facility rules, ensuring a safe and secure environment for all visitors.
- Oversee the proper use and maintenance of all equipment, including basketball hoops, clocks, and storage closets, reporting any issues to the Recreation Director.
- Monitor park security cameras and promptly address any issues within the park area.

#### **Administrative & Financial Duties**

- Complete and maintain required forms, reports, and logs as designated by the Recreation Director.
- Collect and securely handle any money received, ensuring proper documentation and submission at the end of each shift.
- Accurately complete and submit timesheets with necessary signatures for payroll verification.

#### **Customer Service & Safety**

- Address complaints and concerns from visitors, parents, and spectators, escalating issues to the Recreation Director when necessary.
- Monitor crowd behavior during games and practices, intervening when necessary to maintain order and safety. Contact law enforcement if required.
- Ensure knowledge of emergency medical equipment, including the AED, and assist in emergency situations as needed.



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- Maintain a supply of ice packs and promptly notify emergency personnel when necessary.

## **Maintenance & Housekeeping**

- Conduct hourly checks of restrooms, ensuring toilets are functioning, restocking supplies, and cleaning any spills.
- Perform light maintenance duties, including taking out garbage and keeping the facility clean.
- Address minor maintenance tasks when other duties have been completed.

## **Qualifications & Skills:**

- Strong leadership and conflict-resolution skills.
- Ability to handle administrative tasks, including financial transactions and report documentation.
- Knowledge of emergency procedures and basic first aid, including AED use.
- Ability to work independently and maintain a clean, safe environment.
- Excellent communication and problem-solving skills.

## **Work Schedule & Conditions:**

- Evening and weekend shifts may be required.
- Physical ability to perform light maintenance tasks and respond to emergencies.
- May involve standing, walking, and lifting during shift hours.